



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date <b>2/11/1974</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>CO-2</b>		Date Received <b>MAR - 1 1974</b>	Date Completed <b>74-76 MAR - 8 1974</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Natural Resources 270 Washington Street, Room 707 Atlanta, Georgia 30334</b>		4. Person to Contact  <b>Saralyn Middlebrooks</b>	
		5. Working Title <b>Adm. Assistant</b>	6. Tel. No. <b>656-2750</b>

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series  
**June 1972-date**

9. Exact Series Title  
**DEPUTY COMMISSIONER'S SUBJECT FILE**

10. What is the function of the office in which this record series is created? The Commissioner of the Department administers all activities which maintain, protect and enhance natural resources and thereby preserve a quality environment throughout the State. These activities include, but are not limited to: (1) promoting and assisting in the development and conservation of water, land and mineral resources and developing and coordinating plans for the utilization and development of Georgia's coastal zone (Earth and Water); (2) planning, constructing and operating recreational facilities, providing state-wide recreational services and acquiring, preserving and protecting natural, historical, recreational and scenic areas of unique, irreplaceable state-wide significance (Parks and Historic Sites); (3) developing and preserving the State's fish and wildlife resources and preserving the environment of rare and endangered species (Game and Fish); (4) conducting long-range planning to formulate state-wide natural resources objectives, coordinating State Federal and local natural resource programs and evaluating all research performed by contract for the Department (Planning and Research); (5) providing fiscal, personnel, and information and education services for the Department (Administrative Services); and maintaining and improving the State's environmental quality (Environmental Protection).

11. This file contains the following documents (include form number and titles, if any, and file arrangement).

Documents relating to: all areas of responsibility and interest of the Commissioner of the Department of Natural Resources.

Included are: correspondence; memorandums; reports; directives; minutes of staff meetings; legislative and budget material; communications with state & federal officials; appointments; research projects; and other documents relating to the functional areas of the agency.

File is arranged: alphabetically by subject.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	8	12		4	6		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	20	10	5	-

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |                                                                                                                         | YES                                 | NO                                  |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?                                                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?                                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 18. Could the function be performed if the files were lost or destroyed?                                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?                                                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?                                              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

24. **REQUIREMENTS.** The following requires the files to be kept permanently.

a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☒ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

The Deputy Director's subject files supplement the Commissioner's records in documenting the policies, procedures, and goals of the Department of Natural Resources.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER \_\_\_\_\_, then:

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/ 2 year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify) \_\_\_\_\_

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>John Deane</u>		Date <u>2/12/74</u>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:  <div style="border: 1px solid black; padding: 2px; display: inline-block;">STATE RECORDS COMMITTEE</div>	Agency Head/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>William M. Dixon</u>	<u>2/18/74</u>
	State Auditor/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>William M. Dixon</u>	<u>3-7-74</u>
	Secretary of State/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>Carroll West</u>	<u>3-6-74</u>
	Attorney General/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>Robert Sheel</u>	<u>3-7-74</u>